MAIN FACS
SELF-STUDY
Training Material

BPO RELEASES AND CHANGE ORDERS

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This Self-Study is to inform users of the Blanket Purchase Order (BPO) functionality. It provides screen prints and procedures for entering Blanket Purchase Order releases in ADPICS. The BPO functionality includes using commodity multiple price schedules, detail of information available on-line, and lookup capability. It also includes steps to cancel documents using the 8500 Document Cancellation screen and printing Document Cancellation Notices.

For additional information, see the ADPICS Data Entry Guide (DEG) and the Terminal Users Guide (TUG), which include the Blanket Purchase Order functionality.

For classroom training to learn how to create a BPO document, attend the AD22 BPO Processing class by contacting OFM Support Services Division on line at http://mainweb.state.mi.us.

BLANKET PURCHASE ORDER FUNCTIONALITY

The purpose of a BPO is to provide a contract with established prices (base or regional), and terms and conditions for a specified period of time to be delivered on demand by way of a release. Users with appropriate security can create releases against a BPO. This allows the purchase of commodities from a BPO at the lowest negotiated price, based on where the goods are to be delivered.

2342 Blanket Purchase Order Writing

The 2342 Blanket Purchase Order Writing screen can be accessed from any screen by linking or by using the menus.

```
PCHL2342 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   1:32 PM
 LINK TO:                BLANKET PURCHASE ORDER WRITING

 BPO/CONTRACT ID : 021BY000051        ACTION IND     : P   COPY TYPE:   (B/R)
 PURCHASING TYPE : BP                 INTERFACE TYPE : BP  PRINT    : N (Y/N)
 CONTRACT AMOUNT :     529,600.00     EXTENDED PURCH : N   NOTE PAD : N (Y/N)
 REMAINING VALUE :     529,600.00
 EFFECTIVE DATE  : MM/DD/YYYY         BID ID         :              AWARD:
 EXPIRATION DATE : MM/DD/YYYY         F.O.B. POINT   : DEST        STATUS: POST
 INSURANCE CERT  : N                  DISCOUNT TERMS : NET
 CHANGE NO       :                    MULTIPLE SCHED : Y (Y/N)
 BPO TITLE       :
 DEPARTMENT      : 021
 BUYER           :          /
 VENDOR/MAIL CODE: 2380280440 / 001   ABRAMS AERIAL SURVEY CORPORATION
           ATTN-1:
           ATTN-2:
           ATTN-3:
           STREET: 124 N LARCH ST
             CITY: LANSING                    ST: MI ZIP: 48912-1244 CTRY: USA
           PHONE : 517 372-8100   EXT:
 F1-HELP      F2-SELECT    F3-DELETE    F4-COPY      F5-NEXT      F6-VIEW DOC
 F7-RELEASES  F8-SEL TERMS F9-LINK      F10-SAVE     F11-ATH USER F12-PRINT
 G112 - INQUIRY SUCCESSFUL
```

- When creating BPO documents, the following data fields are of importance:

    - Purchasing Type – Defaults to “BP” for blanket purchase order
    - Interface Type – Defaults to “BP” for blanket purchase order
    - Extended Purch – If the BPO is available for extended purchasing by outside entities, the field displays a ‘Y,’ otherwise it displays an ‘N’
    - Insurance Cert – If Certificate of Insurance information has been entered on the 2347 Certificate of Insurance screen, the field displays a ‘Y,’ otherwise it displays an ‘N’
    - Discount Terms – Defaults to “NET” net 30 days, can be changed
    - Change No – A change sequence number is displayed if the BPO has been changed through an advice of change

- Multiple Sched – The field displays a "Y' if there is more than one price schedule associated with the BPO, or an 'N' if there is only one price schedule (BASE)
- BPO Title – The title of the blanket purchase order

Overview of BPO Price Schedules

Blanket purchase orders can be written with a single price schedule (BASE), which is used when the blanket purchase order commodity(ies) will have the same unit cost throughout the entire state. They can be written with multiple price schedules when the commodity(ies) will have a different unit cost, depending on where the goods are to be delivered. For example, Spartan bread may cost $1.00 per loaf in Ingham county but cost $1.25 per loaf in the Upper Peninsula. Users ordering Spartan bread in Ingham county would use the Ingham county price schedule, while users ordering Spartan bread in the Upper Peninsula would use the Upper Peninsula price schedule.

Overview of Level Control Indicator for Commodity ID

Blanket purchase orders are written for specific Commodity ID(s) only, which allows users to only create a release document for the Commodity ID(s) entered on the BPO. The level of control will default based on the Commodity ID used.

Level Control	Commodity Class	Commodity ID	Commodity Name
1	Three digit level	350	Flags, flag poles, banners, etc.
2	Five digit level	350-60	Flags, safety and warning
3	Seven digit level	350-60-60	Flags, safety, red
4	Eleven digit level	350-60-60-1800	18' X 18" nylon, with 36" staff

Example 1: A BPO is written for Commodity ID 350-60 and Level Control 2. Users can create release documents against the BPO for Commodity ID 350-60 only.

Example 2: A BPO is written for Commodity ID 350-60 and Level Control 4. Users can create a release for Commodity ID 350-60, 350-60-60, or 350-60-60-1800.

BLANKET PURCHASE ORDER RELEASES

The following example shows the BPO release functionality. The example uses a **Requisition** to create a release against a BPO. Once the requisition is posted, a purchase order is created and posted to complete the release process. BPO releases may also be performed using a **Direct Purchase Order** or a **Direct Voucher.** Examples of these types of releases are also discussed.

Blanket Purchase Order Security

It is possible to create a release document for a blanket purchase order when the Department field of the 2343 Blanket Purchase Order Security screen includes the user's department, and the User field is listed as all asterisks. (asterisks are used to indicate 'wildcards')

- To access the 2343 Blanket Purchase Order Security screen to view authorized users, press <F11-ATH USER>

BPO Release Steps

```
PCHL2100 V4.1            ADVANCED PURCHASING/INVENTORY     MM/DD/YYYY   1:47 PM
 LINK TO:                   REQUISITION HEADER ENTRY

 REQ ID    :                DOC TYPE: BP   DUE DATE: MM/DD/YYYY INTF TYPE: RQ
 ACTION IND: N              REQ/JT  : R    EFF DATE: MM/DD/YYYY WHSE     :
 DEPARTMENT: 021        TRAINING DEPARTMENT 021                 CHANGE NO:
 CONTACT   :                                                    STATUS:
 TELEPHONE :                EXT.           NOTE PAD: N  (Y/N)   CREATE:
 ADDRESS              ROMNEY BUILDING                           UPDATE:
                      111 S. CAPITOL AVENUE                     POST  :
               CITY : LANSING                   ST: MI ZIP: 48933      CTRY: USA
 SERVICE DATE       :
 REQ TITLE          :
 RECOMMENDED VENDOR :
 BLANKET PO ID/SCHED: 021BY000051  /       UNION NOTIFICATION FLAG : N (Y/N)
 DEPT/BUYER ID      :          /           SPLIT CAPABILITY        : Y (Y/N)
 DISTRIBUTION METHOD: S   ("S" SINGLE; "M" MULTIPLE; "P" PERCENTAGE)
 SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    PERCENT
    021 YY 10000       1610


 F1-HELP      F2-SELECT    F3-DELETE    F4-COPY      F5-NEXT      F6-VIEW DOC
 F7-ADDRESS   F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
 G540 - SCHEDULE ID REQUIRED, PLEASE ENTER
```

- Enter the required data on the requisition or direct purchase order header
- Enter the DOC TYPE of BP signifying that the requisition is a release from a BPO
- Enter the BPO ID of the BPO for which this document is a release against
- <TAB> to the SCHED field and press <F2-SELECT> to access the 5999 Table Lookup:

```
PCHL5999                  ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:40 PM
                                    TABLE LOOKUP

 S  SCHEDULE-ID               TITLE
 ------------------------------------------------------------------------------
    ARE1                      AREA 1 - EAST LOWER
 S  ARE2                      AREA 2 - WEST LOWER
    ARE3                      AREA 3 - NORTH LOWER
    ARE4                      AREA 4 - UPPER PENINSULA









              F2-SELECT
              F8-NEXT PG
 G014 - RECORD FOUND
```

- The table lists only the regional price schedules associated with the BPO ID entered

- Select the correct Schedule ID for your delivery location, by entering an 'S' (releases can have only one price schedule)

- Press <F2-SELECT> to return your selection to the header

```
PCHL2100 V4.1            ADVANCED PURCHASING/INVENTORY     MM/DD/YYYY  3:42 PM
LINK TO:                   REQUISITION HEADER ENTRY

REQ ID    :                DOC TYPE: BP   DUE DATE: MM/DD/YYYY INTF TYPE: RQ
ACTION IND: N              REQ/JT  : R    EFF DATE: MM/DD/YYYY WHSE     :
DEPARTMENT: 021        TRAINING DEPARTMENT 021                 CHANGE NO:
CONTACT   :                                                    STATUS:
TELEPHONE :                EXT.           NOTE PAD: N  (Y/N)   CREATE:
ADDRESS              ROMNEY BUILDING                           UPDATE:
                     111 S. CAPITOL                            POST  :
               CITY : LANSING                   ST: MI ZIP: 48933      CTRY: USA
SERVICE DATE       :
REQ TITLE          :
RECOMMENDED VENDOR :
BLANKET PO ID/SCHED: 021BY000051  / ARE2  UNION NOTIFICATION FLAG : N (Y/N)
DEPT/BUYER ID      :          /           SPLIT CAPABILITY        : Y (Y/N)
DISTRIBUTION METHOD: S   ("S" SINGLE; "M" MULTIPLE; "P" PERCENTAGE)
SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    PERCENT
   021 YY 10000       1610


F1-HELP      F2-SELECT    F3-DELETE    F4-COPY      F5-NEXT      F6-VIEW DOC
F7-ADDRESS   F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
G535 - FIELD SELECTED, PLEASE SELECT A FUNCTION KEY
```

- Press <F10-SAVE> to save the header information

- The system will transfer to the appropriate detail entry screen (2110 or 2109 for requisitions and 2365 or 2364 for direct purchase orders), based on the Distribution Method Indicator

```
PCHL2110 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:46 PM
LINK TO:                    REQUISITION DETAIL ENTRY

REQUISITION ID: 021RY000018  LINE NO: 001 BPO LN:      BUYER:          /
COMMODITY     :
QUANTITY      :                   STATE TAX :        LOCAL TAX :
PURCHASE U/M  :       UNIT COST:                EST TOTAL COST:
CS138 ID      :
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                    BLOCK     OF
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <

SPEC IDS:
F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
G007 - RECORD DOES NOT EXIST, PLEASE SELECT A FUNCTION
```

- When the detail entry screen is accessed, the cursor is in the Commodity field
- Press <F2-SELECT> to select the commodity from the blanket purchase order and price schedule combination entered on the header
- The system accesses the 2350 Blanket Purchase Order Commodity Summary screen:

```
PCHL2350 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:47 PM
LINK TO:           BLANKET PURCHASE ORDER COMMODITY SUMMARY

BPO ID  : 021BY000051
SCHEDULE: ARE2          AREA 2 - WEST LOWER
S LINE COMMODITY ID      U/M       UNIT COST      MINIMUM QTY PRODUCT NO
 COMMODITY NAME                          BRAND NAME          CS138 ID
S 001  052-64            DZ         47.5000         12.0000   35MM
 PHOTOGRAPHS                           KODAK
  002  905-05            EA        475.0000
 AERIAL PHOTOGRAPHY




F1-HELP                                F4-VW DETL   F5-NEXT      F6-RETURN
F7-NEXT SCHD F8-NEXT PG   F9-LINK                  F11-VW SCHD  F12-VW SPECS
G112 - INQUIRY SUCCESSFUL
```

- Screen 2350 shows the following summary information:

  - BPO ID that was entered on the release document's header
  - Price Schedule ID that was entered on the release document's header, and the associated Title
  - BPO line number(s) associated with the BPO ID and Schedule ID displayed
  - Commodity ID, based on the line number displayed
  - Unit of measure (if displayed, will default to release document)
  - Unit cost (if displayed, will default to release document)
  - Minimum Quantity (if displayed, this is the minimum quantity that can be ordered at one time)
  - Product Number (product identification number, if displayed, will print on release document)
  - The Commodity Name
  - Brand Name (the brand name of the product)
  - CS138 ID for the commodity if the commodity ID begins with a '9'

- Select the commodity by entering an 'S' in the Selection column (only the BPO commodities for the entered Schedule ID are listed)

- Press <F6-RETURN> to return the commodity and associated detail data to the requisition or direct purchase order detail entry screen

```
PCHL2110 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:01 PM
LINK TO:                    REQUISITION DETAIL ENTRY

REQUISITION ID: 021RY000018  LINE NO: 001 BPO LN: 001  BUYER:          /
COMMODITY     : 052-64            PHOTOGRAPHS
QUANTITY      : 12               STATE TAX :        LOCAL TAX :
PURCHASE U/M  : DZ    UNIT COST:        47.5000 EST TOTAL COST:
CS138 ID      :
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                    BLOCK     OF
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <
                                                                 <

SPEC IDS:
F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
G535 - FIELD SELECTED, PLEASE SELECT A FUNCTION KEY
```

- The Commodity ID, BPO Line number, and associated detail data will be transferred to the release document's detail entry screen (based on the data entered on the BPO)

- Enter the Quantity to be ordered, which must be equal to, or greater than, the Minimum Amount listed on the 2350 BPO Commodity Summary screen

- Enter any additional data required for this release, and save the data by pressing <F10-SAVE>

- If the Brand Name or Product Number are included on the BPO, the data will be retrieved and placed in the Specification Info field when the detail entry is saved

- Proceed with your document creation, entering any additional commodities, then return to the document header to complete the release document. Once the requisition is posted, then it is ready for the next step, the purchase order.

2340 Purchase Order/Contract Writing

```
PCHL2340 V4.1            ADVANCED PURCHASING/INVENTORY       MM/DD/YYYY    1:43 PM
LINK TO:                PURCHASE ORDER/CONTRACT WRITING

PO/CONTRACT ID  : 021PY000003  EFF DATE: MM//DD/YYYY  BID/AWRD:
PURCHASING TYPE : BP     INTERFACE TYPE: PO           REQ/LINE: 021RY000018 / 000
ACTION INDICATOR: P          MATCH TYPE: AC             BPO ID: 021BY000051
ENCUMBRANCE AMT :         570.00   NOTE: N          SCHED/CALL: ARE2 / 0001
REMAINING VALUE :         570.00                      STATUS  : POST
VENDOR/MAIL CODE: 2380280440 / 001                    VEND CHG: N
VENDOR NAME     : ABRAMS AERIAL SURVEY CORPORATION
ADDRESS         : 124 N LARCH ST
            CITY: LANSING                    ST: MI  ZIP: 48912-1244 CTRY:
P/O TITLE       : PHOTOGRAPHS
                                                 SERVICE DATE: MM/DD/YY
                            CONTRACT AMOUNT:                   PRINT OPTION: N
FREIGHT CARRIER :           RETAINAGE AMT  :                         COPIES: 01
CARRY FORWARD   : N         RETAINAGE PCT  :                    PARE IND : N
INSURANCE CERT  : N
DELIVERY DATE   : MM/DD/YYYY F.O.B. POINT   : DEST
EXPIRATION DATE : MM/DD/YYYY DISCOUNT TERMS : NET              SUBCONTRACTOR: N
TRACK DATE      :           EXPEDITOR CODE :                   TRACK CODE   :
F1-HELP      F2-SELECT    F3-DELETE                F5-NEXT      F6-VIEW DOC
F7-ADDRESS   F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
```

The PURCHASING TYPE is carried over from the Requisition as BP. The BPO ID field is located below the Req/Line field. The price schedule field (SCHED) is located below the BPO ID field. The Call field is located to the right of the Schedule field and is divided by a slash. The Vendor Change field is below the Status field. Placing the cursor in the Schedule field and pressing <F2-SELECT> will access the 5999 Table Lookup for the selection of the appropriate price schedule, as established on the blanket purchase order, for the location to which the goods or services will be delivered.

2360 Direct Purchase Order Writing

```
PCHL2360 V4.1             ADVANCED PURCHASING/INVENTORY     MM/DD/YYYY    1:46 PM
LINK TO:                  DIRECT PURCHASE ORDER WRITING
PO/CONTRACT ID  : 021NY000026   EFF DATE: MM/DD/YYYY
PURCHASING TYPE : BP      INTERFACE TYPE: DP              DEPT: 021
ACTION INDICATOR: P           MATCH TYPE: BA         WAREHOUSE:
ENCUMBRANCE AMT :           570.00  NOTE: N         VENDOR CHG: N
REMAINING VALUE :                STATUS: POST       CHANGE NO:
VENDOR/MAIL CODE: 2380280440 / 001                                    PRINT: N
ADDRESS           124 N LARCH ST                                     COPIES: 01
            CITY: LANSING                    ST: MI  ZIP: 48912-1244 CTRY:
P/O TITLE       : PHOTOGRAPHS
RETAINAGE AMT   :                  RETAIN PCT:                  CARRY FORWARD : N
FREIGHT CARRIER :             CONTRACT AMOUNT:                  PARE IND      : N
DELIVERY DATE   :             BPO/SCHED/CALL : 021BY0000051 /  ARE2 / 0002
EXPIRATION DATE :             F.O.B. POINT   : DEST             INSURANCE CERT: N
TRACK DATE      :             DISCOUNT TERMS : NET              SUBCONTRACTOR : N
DIST METHOD : S EXPEDITOR CODE :       TRACK CODE :     SERVICE DATE :MM/DD/YYYY
SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    PERCENT
01 021 YY 00510       6245


F1-HELP      F2-SELECT    F3-DELETE     F4-COPY     F5-NEXT         F6-VIEW DOC
F7-ADDRESS   F8-SEL TERMS F9-LINK       F10-SAVE    F11-VW ACCT     F12-PRINT
```

BPO releases may also be accomplished using the 2360 Direct Purchase Order Writing screen.

The PURCHASING TYPE is located below the PO/CONTRACT ID. The BPO field is located to the right of the Delivery Date field. The Price Schedule (SCHED) and Call Number (CALL) fields are to the right of the BPO ID and are divided by slashes. Placing the cursor in the Schedule field and pressing <F2-SELECT> will access the 5999 Table Lookup for the selection of the appropriate price schedule, as established on the blanket purchase order, for the location to which the goods or services will be delivered.

2364 Direct Purchase Order Accounting Detail

```
PCHL2364 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   1:48 PM
LINK TO:           DIRECT PURCHASE ORDER ACCOUNTING DETAIL

PURCHASE ORDER: 021NY000026     LINE NO : 001   BPO LINE NO: 001
COMMODITY     : 052-64            PHOTOGRAPHS
QUANTITY      : 12               STATE TAX :        LOCAL TAX :
PURCHASE U/M  : DZ    UNIT COST: 47.50          EST TOTAL COST:          570.00
CS138 ID      :
ACCOUNTING INFORMATION-

SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    AMOUNT
   021 04 00510       6245




MORE ACCOUNTING:  N            CURRENT DETAIL ACCOUNTING AMOUNT:


F1-HELP      F2-SELECT    F3-DELETE    F4-ACCT      F5-NEXT      F6-VW DOC
             F8-VW SPECS  F9-LINK      F10-SAVE     F11-VW ACCT  F12-LN SPEC
```

The BPO Line Number (BPO LINE NO) field is to the right of the DPO Line Number (LINE NO) field. This will be retrieved from the BPO after the commodity has been selected, and is included as a record of which BPO line number is attached to the associated DPO commodity line.

2365 Direct Purchase Order Detail Entry

```
PCHL2365 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   1:50 PM
LINK TO:             DIRECT PURCHASE ORDER DETAIL ENTRY

PURCHASE ORDER: 021NY000026     LINE NO : 001   BPO LINE NO:
COMMODITY     : 052-64            PHOTOGRAPHS
QUANTITY      : 12               STATE TAX :         LOCAL TAX :
PURCHASE U/M  : DZ    UNIT COST:        47.50    EST TOTAL COST:        570.00
CS138 ID      :
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                   BLOCK     OF
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <

SPEC IDS:
 F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
 F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
```

The BPO Line Number (BPO LINE NO) field is to the right of the DPO Line Number (LINE NO) field. This will be retrieved from the BPO after the commodity has been selected, and is included as a record of which BPO line number is attached to the associated DPO commodity line.

1800 Direct Voucher Header Entry

```
PCHL1800 V4.1              ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY    1:46 PM
LINK TO:                    DIRECT VOUCHER HEADER ENTRY

DIR VOUCHER ID: 021WY000132      DOC TYPE: BP           EFF DATE : MM/DD/YYYY
ACTION IND    : P                DUE DATE: MM/DD/YYYY   INTF TYPE: DV
PDT           : MA     DMI : R   BANK ID : 000          PYMNT NO :
VEN INVOICE NO: 54263187         DSC TRMS: NET          DOC RF NO:
DEPARTMENT    : 001                                              NOTE  : N
CONTACT       :                                                  STATUS: POST
TELEPHONE     :                    EXT                           CREATE: MM/DD/YY
VOUCHER AMOUNT: 5,621.00           BPO ID : 021BY000051          UPDATE: MM/DD/YY
VENDOR ID     : 2380280440                                       POST  : MM/DD/YY
ADDRESS   001   124 N LARCH ST                                   MUPC  :
                                                      1099:   SERVICE DATE: MM/DD/YYYY
         CITY : LANSING                        ST: MI ZIP: 48912-1244 CTRY:
VOUCHER DESC  : PHOTOGRAPHS                          CLIENT/PATIENT NO :
DISTRIB METHOD: S        REJECT CODE:      FCO :     DATE OF SERVICE :
SX AGY AY INDEX PCA     COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    PERCENT
   021 YY 00490         3245


F1-HELP      F2-SELECT     F3-DELETE                  F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS  F9-LINK       F10-SAVE    F11-VW ACCT
```

Use of the Direct Voucher to release from a BPO is considered an alternative payment option by Acquisition Services and may be used on specified contracts only. See Acquisition Services website for more details.

- The DOC TYPE is located to the left of the Effective Date field– BP signifies that the Direct Voucher is a release from a BPO.
- The BPO ID field is located to the left of the UPDATE field
- There is no Price Schedule field (SCHED) or Call field (CALL) on the Direct Voucher Header Screen.
- There is no BPO Line Number on the Direct Voucher Detail Screen.
- The commodity lookup on the Direct Voucher Detail Screen does not retrieve from the BPO. The commodity information must be obtained elsewhere and typed into the appropriate fields.

BLANKET PURCHASE ORDER CHANGE ORDERS

The BPO functionality allows users with appropriate security to create a price change request in **advance** of the actual price change. This future price change is entered on the 2353 Blanket Purchase Order Price Change Request screen. During the batch run for the specified date, the system automatically generates a posted 8010 Advice of Change, changes the prices on the blanket purchase order, reposts the changed BPO, and removes the 2353 record.

When a requisition, purchase order or direct purchase order is created prior to the actual price change, and the user attempts to post the release document after the price change has taken effect, the system will generate an error message indicating that the entered cost does not match the BPO unit cost. This will only occur if the BPO commodity Unit Cost Override indicator is set to 'N' (see screen 2349). The user must correct the unit cost on the release document, by reselecting the commodity that had a price change, prior to posting; or reject the document to the initiator, if it is in approval. When the BPO commodity has Unit Cost Override authority (set to 'Y'), the price change will not stop the posting of the release document. However, the posted release document will not contain the current (changed) price.

8010 Advice of Change

The BPO functionality also allows users with appropriate security to create and post an Advice of Change to the BPO, to make changes that are effective immediately. When an advice of change is posted, the BPO's status changes to "CINP". Users must make the changes on the BPO, and repost the document. Release documents cannot be created or posted for a BPO in "CINP" status. The BPO must be in "POST" status in order to create or post releases.

This section provides a screen print for changing documents. This Self-Study is intended to supplement information contained in user documentation. The ADPICS Data Entry Guide and the Terminal Users Guide include Advice Of Change functionality.

```
PCHL8010 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   1:52 PM
LINK TO:                        ADVICE OF CHANGE

DOCUMENT ID    : 021BY000051      ACTION IND    : P      EFF DATE: MM/DD/YYYY
CHANGE NO      : 001              INTERFACE TYPE: BP     NOTE PAD: N
DOCUMENT IND   : BP (RQ/PO/BP/CS)                       STATUS  : POST
CHANGE ORDER ID: 021CY000046
DOCUMENT TYPE  : AC

        CHANGE DESCRIPTION
BLOCK > NEED TO CORRECT PRICE SCHEDULES.
      >
OF    >
      >
      >
FUNCT >
      >
      >
      >
      >

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE                F12-PRINT
```

The previous screen is used to initiate BPO document changes, including immediate price changes. BP (Blanket Purchase Order) is a valid document for the Document IND field.

8500 Document Cancellation screen

This section provides screen prints and procedures for canceling documents. This Self-Study is intended to supplement information contained in user documentation. The ADPICS Data Entry Guide and the Terminal Users Guide include Document Cancellation functionality.

```
PCHL8500 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   5:59 PM
LINK TO:                    DOCUMENT CANCELLATION

CHANGE ORDER ID: 021CY000047      ACTION IND    : P      EFF DATE : MM/DD/YYYY
CHANGE NO      : 001              INTERFACE TYPE: XX     NOTE PAD : N
DOCUMENT IND   : REQ REQUISITION CANCELLATION           SERV DATE:
DOCUMENT ID    : 021RY000018
DOCUMENT TYPE  : BP  BLANKET PURCHASE ORDER

        CANCELLATION DESCRIPTION
BLOCK > REQUISITION MUST BE CANCELLED BECAUSE COMMODITIES WILL BE OBTAINED
001   > FROM A DIFFERENT VENDOR.
OF    >
001   >
      >
FUNCT >
      >
      >
      >
      >

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
G839 - CHANGE ORDER POSTED
```

Document Cancellation allows the user to enter the Cancellation Description in the text block, attach terms using the Block Function, and print a Cancellation Notice that can be mailed to the vendor.

- CHANGE NO counts the number of changes to the document listed
- The NOTE PAD field defaults to 'N,' and will change to 'Y' if a note is attached to the document
- The DOCUMENT IND has an <F2-SELECT> option that is used to transfer to the 5999 Table Lookup, in order to locate and select the appropriate document indicator
- The DOCUMENT ID is used to identify the document number being cancelled
- A CANCELLATION DESCRIPTION text block is available in order to enter a detailed cancellation description

- The <F4-BLK FUNC> performs the block function entered in the FUNCT field
    - Enter a TERM ID to copy the term text into the text area
    - Enter ISRT to insert a new text block after the existing text block
    - Enter DLET to delete the existing text block
    - Enter DUP to duplicate the existing text block

- Block XXX of XXX displays the number of text blocks attached to the document

- <F7-PR BLK> and <F8-NX BLK> allow the user to view the prior block or next block of text

- <F11-VW ACCT> transfers to the cancelled document's Account Summary screen to view a posting error

    - This function key will not be shown on the screen unless the Document Indicator is REQ, JOB, or POC

- <F12-PRINT> will print a Document Cancellation Notice to send to the vendor

Steps To Cancel a Document

- Enter the Effective Date or let it default to the current date
- Enter the appropriate Document Indicator, or use <F2-SELECT> to look up the correct document indicator
- Enter the Document ID
- Enter the reason for the cancellation in the Cancellation Description text block
- Press <F10-SAVE> to save the record
- The system generates the Change Order ID and Change Number
- The system retrieves the Interface Type and Document Type from the document being cancelled
- Note Pad ('Link to' NOTE) can be used to attach internal notes
- Enter 'P' in the Action Indicator field
- Press <F10-SAVE> to post the document cancellation (may enter an approval path)

BLANKET PURCHASE ORDER INQUIRIES

There are several inquiries that can be performed from the 2342 BPO Writing screen.

```
PCHL2342 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   5:02 PM
LINK TO:                BLANKET PURCHASE ORDER WRITING

 BPO/CONTRACT ID : 021BY000051        ACTION IND     : P   COPY TYPE:   (B/R)
 PURCHASING TYPE : BP                 INTERFACE TYPE : BP  PRINT    : N (Y/N)
 CONTRACT AMOUNT :     529,600.00     EXTENDED PURCH : N   NOTE PAD : N (Y/N)
 REMAINING VALUE :     528,930.00
 EFFECTIVE DATE  : MM/DD/YYYY         BID ID         :              AWARD:
 EXPIRATION DATE : MM/DD/YYYY         F.O.B. POINT   : DEST        STATUS: POST
 INSURANCE CERT  : N                  DISCOUNT TERMS : NET
 CHANGE NO       :                    MULTIPLE SCHED : Y (Y/N)
 BPO TITLE       :
 DEPARTMENT      : 021
 BUYER           :          /
 VENDOR/MAIL CODE: 2380280440 / 001   ABRAMS AERIAL SURVEY CORPORATION
           ATTN-1:
           ATTN-2:
           ATTN-3:
           STREET: 124 N LARCH ST
             CITY: LANSING                   ST: MI ZIP: 48912-1244 CTRY: USA
           PHONE : 517 372-8100   EXT:
 F1-HELP      F2-SELECT    F3-DELETE    F4-COPY      F5-NEXT      F6-VIEW DOC
 F7-RELEASES  F8-SEL TERMS F9-LINK      F10-SAVE     F11-ATH USER F12-PRINT
 G112 - INQUIRY SUCCESSFUL
```

- Pressing <F7-RELEASES> accesses the 2510 Blanket Purchase Order Document Summary screen

```
 PCHL2510 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:11 PM
 LINK TO:           BLANKET PURCHASE ORDER DOCUMENT SUMMARY     PAGE 01 OF 01

 BPO/CONTRACT ID : 021BY000051      FROM DATE: MM/DD/YYYY TO DATE: MM/DD/YYYY
 CONTRACT AMOUNT :     529,500.00   REMAINING VALUE:     528,930.00
 ------------------------------------------------------------------------------
 SEL  PO/CONTRACT ID  ACCT LINES    DOCUMENT AMOUNT    POST DATE    STATUS
       021PY000003        01               570.00     MM/DD/YY      POST









 F1-HELP      F2-DOC ACCTG                          F5-NEXT      F6-VIEW DOC
 F7-PRIOR PG  F8-NEXT PG   F9-LINK
 G112 - INQUIRY SUCCESSFUL
```

- This screen displays all of the Purchase Order and Direct Purchase Order releases against a given blanket purchase order that were created within the date range. This screen does not record Direct Voucher releases. Date range can be changed.

- It also displays the Contract Amount and Remaining Value

Pressing <F6-VIEW DOC> accesses the 2350 Blanket Purchase Order Commodity Summary screen.

Several blanket purchase order screens can be accessed from the 2350 Blanket Purchase Order Commodity Summary screen for inquiry purposes. Prior to selecting the BPO Line number to be returned to the release document, any or all of the following inquiries can be performed.

```
PCHL2350 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:26 PM
LINK TO:           BLANKET PURCHASE ORDER COMMODITY SUMMARY

BPO ID  : 021BY000051
SCHEDULE: ARE2         AREA 2 - WEST LOWER
S LINE COMMODITY ID      U/M       UNIT COST      MINIMUM QTY PRODUCT NO
 COMMODITY NAME                            BRAND NAME          CS138 ID
S 001  052-64            DZ         47.5000         12.0000   35MM
 PHOTOGRAPHS                               KODAK
  002  905-05            EA        475.0000
 AERIAL PHOTOGRAPHY




F1-HELP                                F4-VW DETL   F5-NEXT      F6-RETURN
F7-NEXT SCHD F8-NEXT PG   F9-LINK                  F11-VW SCHD  F12-VW SPECS
G112 - INQUIRY SUCCESSFUL
```

- Select a commodity line item and press <F4-VW DETL> to access the 2349 Blanket Purchase Order Schedule Detail screen:

```
PCHL2349 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:53 PM
LINK TO:             BLANKET PURCHASE ORDER SCHEDULE DETAIL

BPO ID       : 021BY000051    LINE NO  : 001   LEVEL CONTROL: 2
COMMODITY    : 052-64              PHOTOGRAPHS
CS138 ID     :
SCHEDULE     : ARE2 AREA 2 - WEST LOWER

UNIT COST    :        47.5000   OVERRIDE: Y (Y/N)
PUR U/M      : DZ               OVERRIDE: Y (Y/N)
MINIMUM QTY  :          12.00   OVERRIDE: N (Y/N)
MULTIPLES OF :          12.00   OVERRIDE: N (Y/N)
MAXIMUM COST :      54,600.00
MAXIMUM QTY  :       1,200.00

BRAND NAME   : KODAK
PRODUCT NO   : 35MM




F1-HELP      F2-SELECT    F3-DELETE    F4-NEXT SCHD F5-NEXT      F6-VW DOC
F7-SCHEDULE  F8-VW SPECS  F9-LINK      F10-SAVE     F11-VW ACCT  F12-SPECS
G014 - RECORD FOUND
```

The 2349 Blanket Purchase Order Schedule Detail screen shows the commodity detail and price schedule information for the selected commodity line.

- The Level Control Indicator for the commodity is located at the top, right of the screen (see "Overview of Level Control Indicator For Commodity ID" on page 3 for details)
- Unit Cost, Purchase Unit of Measure, Minimum Quantity, Multiples of, Maximum Cost, Maximum Quantity, Brand Name, and Product Number are all optional data fields (if entered, Unit Cost and Purchase Unit of Measure will default to the release document)
- If Minimum Quantity is entered, the release quantity must be equal to, or greater than, this quantity
- If Multiples Of is entered, the release quantity must be in the appropriate multiple
  - For example, if Multiples Of is '3' the quantity ordered on the release document can be 3, 6, 9, 12, etc., but cannot be 1, 2, 4, 5, 7, etc.
- When the Override field to the right of a data field contains a 'Y,' the retrieved value can be changed on the release document
- When the Override field to the right of a data field contains an 'N,' the retrieved value cannot be changed on the release document
- If Maximum Cost is entered, the total of all releases cannot exceed this dollar amount
- If Maximum Quantity is entered, the total quantity of all releases cannot exceed this quantity
- If a Brand Name or Product Number is entered, it will default to the Specification Information text block of the release document, and is the

specific brand and/or product that the vendor has agreed to supply

- Additional inquiries from screen 2349 are as follows:
  - F4 Retrieves the next price schedule for the displayed Line Number and Commodity ID
  - F6 Transfers to the 2350 Blanket Purchase Order Commodity Summary screen
  - F7 Transfers to the 2352 Blanket Purchase Order Price Schedule Summary screen, which shows a summary of all of the price schedules associated with the displayed Line Number and Commodity ID
  - F8 Transfers to the 2126 Specifications/Terms screen, which displays any specifications attached to the BPO
  - F11 Transfers to the 2520 Blanket Purchase Order Accounting Summary screen, which displays a summary of accounting associated with the BPO
  - F12 Transfers to the 2348 Blanket Purchase Order Detail screen, which shows the commodity line specification detail entry

2350 Blanket Purchase Order Commodity Summary

```
PCHL2350 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   5:29 PM
 LINK TO:           BLANKET PURCHASE ORDER COMMODITY SUMMARY

 BPO ID  : 021BY000051
 SCHEDULE: ARE2         AREA 2 - WEST LOWER
 S LINE COMMODITY ID      U/M       UNIT COST      MINIMUM QTY PRODUCT NO
  COMMODITY NAME                            BRAND NAME         CS138 ID
 S 001  052-64            DZ         47.5000         12.0000   35MM
  PHOTOGRAPHS                               KODAK
   002  905-05            EA        475.0000
  AERIAL PHOTOGRAPHY









 F1-HELP                                F4-VW DETL   F5-NEXT      F6-RETURN
 F7-NEXT SCHD F8-NEXT PG   F9-LINK                  F11-VW SCHD  F12-VW SPECS
 G112 - INQUIRY SUCCESSFUL
```

- Select a commodity line item and press <F11-VW SCHD> to access the 2352 Blanket Purchase Order Price Schedule Summary screen:

```
PCHL2352 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   5:30 PM
LINK TO:          BLANKET PURCHASE ORDER PRICE SCHEDULE SUMMARY

BPO ID    : 021BY000051  LINE NO : 001
COMMODITY : 052-64                PHOTOGRAPHS

S SCHD TITLE               MAX QTY       QTY RLSD      UNIT COST    MINIMUM QTY
  ARE1 AREA 1 - EAS       1,200.00                        45.5000          12.00
  ARE2 AREA 2 - WES       1,200.00                        47.5000          12.00
  ARE3 AREA 3 - NOR       1,200.00                        48.5000          12.00
  ARE4 AREA 4 - UPP       1,200.00                        46.5000          12.00









F1-HELP      F2-SELECT    F3-DELETE    F4-VW DETL   F5-NEXT
             F8-NEXT PG   F9-LINK      F10-SAVE
G112 - INQUIRY SUCCESSFUL
```

- The 2352 Blanket Purchase Order Price Schedule Summary screen shows a listing of the detailed price schedule information for the selected blanket purchase order commodity line

- A commodity detail line may have one Schedule ID (BASE), or more than one Schedule ID (example shown above)

- Each commodity detail line on a BPO may have the same price schedules, or different price schedules

- Selecting a price schedule and pressing <F4-VW DETL> will access the 2349 Blanket Purchase Order Schedule Detail screen, which was shown previously

2350 Blanket Purchase Order Commodity Summary

```
PCHL2350 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   5:36 PM
LINK TO:           BLANKET PURCHASE ORDER COMMODITY SUMMARY

BPO ID  : 021BY000051
SCHEDULE: ARE2         AREA 2 - WEST LOWER
S LINE COMMODITY ID      U/M       UNIT COST      MINIMUM QTY PRODUCT NO
 COMMODITY NAME                          BRAND NAME         CS138 ID
S 001  052-64            DZ         47.5000         12.0000   35MM
 PHOTOGRAPHS                          KODAK
  002  905-05            EA        475.0000
 AERIAL PHOTOGRAPHY




F1-HELP                                F4-VW DETL   F5-NEXT      F6-RETURN
F7-NEXT SCHD F8-NEXT PG   F9-LINK                  F11-VW SCHD  F12-VW SPECS
G112 - INQUIRY SUCCESSFUL
```

- Selecting <F12-VW SPECS> from the 2350 Blanket Purchase Order Commodity Summary screen, will access the 2348 Blanket Purchase Order Detail screen:

2348 Blanket Purchase Order Detail screen

```
PCHL2348 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   6:00 PM
LINK TO:               BLANKET PURCHASE ORDER DETAIL

BPO ID   : 021BY000051       LINE NO  : 001   LEVEL CONTROL: 2
COMMODITY: 052-64            PHOTOGRAPHS
PUR U/M  :                   UNIT COST:
CS138 ID :
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                BLOCK 001 OF   001
TO INCLUDE FILM PROCESSING AND ALL DEVELOPED AERIAL PHOTOGRAPHS       <
TO BE COLORED, 11X14, GLOSSY PRINTS.                                  <
                                                                      <
                                                                      <
                                                                      <
                                                                      <
                                                                      <
                                                                      <
                                                                      <
                                                                      <


SPEC IDS:
F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT  F12-LN SCHD
G014 - RECORD FOUND
```

- The 2348 Blanket Purchase Order Detail screen displays the commodity line specification detail, for the selected commodity line

- Additional inquires from screen 2348 are as follows:

  - <F6-VW DOC> Transfers to the 2350 Blanket Purchase Order Commodity Summary screen

  - <F11-VW ACCT> Transfers to the 2520 Blanket Purchase Order Accounting Summary screen

  - <F12-LN SCHD> Transfers to the 2349 Blanket Purchase Order Schedule Detail screen